

B.A. Bulletin

July 2000

Important Health Benefits News for Benefits Administrators

Upcoming Events

JULY

- July 14 ♦** New health care rates reflected in employee paychecks
- July 19 ♦** Employee and retiree meetings on long-term care begin in Richmond, continue statewide in August and September

AUG

- Aug. 1 ♦** Flexible Benefits program questionnaire on web site, available through Aug. 31
- Aug 14 ♦** Long-term care employee and retiree meetings resume in Annandale

SEPT

- Sept. 6 ♦** Final long-term care enrollment meeting held in Richmond at VCU

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Employee Self- Service Advances

A company based in Frederick, Md., has been awarded the contract for a health benefits employee self-service system. The schedule calls for eServices Group, Inc., to have an initial telephone and web self-service system in place Nov. 1 sufficient to handle Flexible Benefits annual enrollment (which occurs Nov. 1 to Dec. 1).

Once it is available, a new toll-free number will be published to replace the former KATY telephone line. If you have not already done so, please remove all KATY posters!

Ordering Materials: A Primer

Since several forms are now available for ordering plan materials, here's a brief recap on where to find forms and what each contains.

All forms, except for the Kaiser and Piedmont plans, may be found on the health benefits web page under Resources for B.A.s. That specific web address is www.dhrm.state.va.us/services/health/admresc.htm. Kaiser and Piedmont must be called separately (Kaiser at (703) 873-1537; Piedmont at (800) 400-7247, extension 216).

State Order Form: Use to order such materials as Enrollment/Waiver forms, rate sheets, eligibility rules, Flexible Benefits and Retiree information.

Plan Order Forms: For individual plan Guides, member handbooks, provider directors and other plan information. Remember that the Trigon order form is for plan-specific materials only.



Getting Down to Basics: Housekeeping Reminders

- Under the Agency Approval section of the Enrollment/Waiver form, please place your agency number for the heading entitled "Group and Payroll Number". For example, a DHRM listing would be 129.
- For all new retirees, key the health benefits information into the Benefits Eligibility System (BES). Remember to mail the Enrollment/Waiver form to the appropriate carrier or the Virginia Retirement System (VRS) for premium deductions.
- Addresses for all carriers may be found on the Department of Human Resource Management's web site at www.dhrm.state.va.us/ under Health Benefits, Directories tab.
- Please remind employees to notify you of changes in address. It is your responsibility to keep employee addresses up to date in the system.

Long-Term Care Meetings

July 19	Richmond
July 20	Blacksburg
July 26	Richmond
Aug. 14	Annandale
Aug. 15	Harrisonburg
Aug. 17	Abingdon
Aug. 29	Portsmouth
Aug. 31	Williamsburg
Sept. 1	Charlottesville
Sept. 6	Richmond

Retiree enrollment meetings are at 2:00 p.m., and employee meetings at 4:00 p.m., the same day. See the list mailed to you for specific locations.